

# **2 Minute Form**

**Trip Name:**

**Check-in Name and Phone:**

**Date:** **Branch:**

|  |  |  |  |  |  |  |
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| **Leaders** |  | | | |  | |
| **Cell Phone Number** |  | | | |  | |
| **VHF** Call Sign &/or Vessel Name |  | | | |  | |
| **Vehicle** make, model, registration, colour |  | |  | |  |  |
| **General Plan**  *Note: If plan changes, you must notify your Check-in person.* |  | | | | | |
| **Latest Time Off the Water** |  |  | | | TMP used20 |  |
| **Tide/ Forecast Lake Level** | Low |  | | High | Other |  |
| **Communications Carried**21 |  | | | | | |
| **Communications** | We will be communicating as a group on VHF Channel \_\_\_\_\_ | | | | | |
| **Equipment Carried** |  | | | | | |
| **Trip Report**  (Use other side if more space required) |  | | | | | |

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| Activity | Club trip | Centre | Auckland | Location | | | Auckland | | Difficulty1 | | | Beginners+ | |
| Activity Description | Launch at the boat ramp at Wenderholm Regional Park. Paddle up the estuary to Puhoi. This can be one way, or return. You can also go in the other direction depending on the tides. | | | | Leader qualification req.2 | | Trip leader | |  | | |  | |
| Get in Location | Wenderholm or Puhoi | | | | Chart/ Map no.4 | | 532 | | Distance | | | 9km one way, or 18km return | |
| Get out Location | Wenderholm or Puhoi | | | | Coastguard Channel | | 82 & 16 | | Nowcasting | | | 20,21,22 | |
| Emergency get out 5 | Nothing easy – banks are deep mangroves and mud. Part way up there is a jetty near a road that could possibly be used. | | | | Emergency / Coastguard Station | | Auckland | | Phone | | | \*500  09 303 4303 | |
| Drinking Water6 | At the pub | | Toilets7 | | | Yes | | | |
| Emergency Response | Refer Emergency Response Booklet | | | |  |  | | Parking8 | | | Yes | | | |
| Specific Equipment Required9 | Usual kayaking safety gear | | | | Working Communications equipment in this area10 | Cell phone  Sat phone | | | | Mountain Radio | | | PLB  VHF | |
| Other resources  and notes11 | The Puhoi Pub is very busy on weekends, has a nice outdoor area with tables and umbrellas. Good pub food. This is a very popular trip, very sheltered, and tide assisted.  Take money and change of clothes for the pub. | | | | Weather Parameters12 | Beginners     Wind under 15 knots, no significant surf or swell  Intermediate Wind under 25 knots, & surf or swell less than 1.5 m  Advanced    Any condition that is suitable for the trip's aims | | | | | | | | |
| Previous incidents13 | | | | | | | | | | | | | |

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| **Safety Management**14 | | | | | | | | | | | | |
| Hazard | | Significant?  - E/I/M | | Management Strategy15 | | | | Hazard | Significant?  - E/I/M | Management Strategy15 | | |
| Cold Water | | Yes - M | | Carry spare dry clothes and shelter | | | | Deep Water | Yes - E | Correctly fit PFDs | | |
| Medical Conditions | | Yes - M | | 1. Leader has first aid qualification 2. Ask customers about medical conditions | | | | Bad Weather | Yes - M | Understand weather forecasts.  Have back up plans or pull out if necessary | | |
| Capsizing | | Yes - M | | * Correctly fit PFDs * Skills at performing rescues. | | | | Heat / Sun | Yes - M | * Protective Clothing (worn), Sunglasses, Hat * Sun Screen * Plenty of drinks | | |
| Panic | | Yes - M | | Ensure conditions match level  of skills | | | | Obstacles | Yes - M | Awareness of reefs, navigational hazards, nets | | |
|  | |  | |  | | | | Other Vessels | Yes - M | * Understand the “rules of the sea” * “Be seen” – Have two of the following; flag, brightly coloured kayak, brightly coloured Pfd or hat. At night: an all- round white light & a powerful torch. | | |
|  | |  | |  | | | |  |  |  | | |
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| Written up by: | Larraine Williams | | Approved By: | | Russell Williams | Signed: | RW | | Date: | 16 May 2014 | Review in: | 12 months from date of approval |



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| **Additional Information Sheet** (Optional) | | | | | | |
| Introduction (A general introduction) | |  | | | | |
| Description (A description of the tour – as if you were selling the idea to someone) | |  | | | | |
|  | |  |  | | | |
| **Local Attractions** | | **Transport/ Local Operators** |  | | | |
|  | Contact details |  | Contact details | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
| **Local Eateries** | |  |  | | | |
|  | Contact details |  |  | | | |
|  |  |  |  | | | |
| **Accommodation/ Campsite Locations** | | | **Facilities** | | | |
| Name |  | | Cabins |  | Fuel |  |
| Phone |  | | Showers |  | Power |  |
| E-mail |  | | Toilets |  | Water Access |  |
| Website |  | | Laundry |  | Pool |  |
| Physical Address |  | | Water |  | Fires Allowed |  |
| Other |  | | Supplies |  |  |  |
| **Other information** |  | |  |  |  |  |

**Activity Equipment Check list**

**Equipment List**

* Helmet (rivers & surf) **Group Gear**

 Beanie / hat  Split paddles

 Thermals  Repair kit

 Paddle Jacket  Fire lighting

 PFD  Cooker/thermos

 Spray deck  Spare thermals

 Booties  Tow system

 Water & food  1st Aid Kit

 Kayak & paddle  Flares

**Group - Oceans & Lakes**  Compass

 Pumps & Paddle Floats  Charts / Maps

**Group - River**  GPS (optional)

 Throw ropes  Knife (cut rope)

 Pin kit & saw  Emergency Shelter

**In case of emergency:** Dial 111, Mayday :VHF Channel 16

**Kayaking Check list**

 Trip plan

 Latest weather forecast

 Conditions match skills?

 Hyperthermia (hot) &   
Hypothermia (cold)

 On & off water safety

 Environmental concerns

 Emergency Procedures include emergency get out.

 Working communication devices  
 e.g. VHF radio, mobile phones, PLB

 Specific safety issues for this trip

 Participant list

 Any medical conditions

 All participants keen to proceed?

 Trip Plan/ 2-minute form lodged with Ops. Manager

**Appropriate wind conditions to run trips:**

Novice - no significant surf or swell, wind under 15knots

Intermediate- surf or ocean swells less than 1.5 meter or wind under 25 knots.

Advanced- any condition that is suitable to the trips aims

**At conclusion of trip:**

Contact check in person

Group Debrief.

Check in Person Ph:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home

Activity Document Cover Sheet

Activity:

Date of Activity:

|  |  |
| --- | --- |
|  |  |
|  |  |
| Activity reports. Is all relevant information present: |  |
|  |  |
| – Approved Trip Management Plan (TMP)/ 2 minute form |  |
|  |  |
| – Club Trip Participant Sheet |  |
|  |  |
| – Weather forecast |  |
|  |  |
| – Activity Check List |  |
|  |  |
| – Trip report (May be on the 2 minute form) |  |
|  |  |
| – Accident / incident reports |  |
|  |  |
| **Leaders Signature:** |  |
|  |  |
| **Date:** |  |